

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
A Nonprofit Corporation**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 15400 Sherman Way, Suite 170, Van Nuys, California, on February 12, 2014.

Trustees Present

Daniel Becerra
Mary Jo Fernando
Craig Girard
Jenean Glover
Jessica Gould
Dawn Hamilton
Duane Joslin

Trustees Absent

Yolanda Bosch
Sharoll Jackson

Staff Present

Diane Ambrose
Jennifer Kaiser
Michele Marra
Kim Rolfes
George Stevens
Anna Whitlock

Eric Leh

Guests Present

Jay Lytton (via teleconference)
Jenni Moran
Debra Newman
William Rayber
Meredith Rimmer
Jeremy Sunderland
Tavia Wooley

Elizabeth Lyons
Gay Wane
Jann Seymour
Linda Dier
Richard Dier
Ric Pozo
Michelle Heid

Louis Paparozzi
Natalie Innabi
Mia Howard-Rubinstein
Kathleen Secchi
Gerry Robles
Sean Stalbaum
Tony Arrow

1. Call to Order & Introductions

The meeting was officially called to order by Eric Leh, president, at 6:30 p.m. when it was determined that a quorum was present. Introductions were made.

2. Public Input & Comments (3 minutes)

- A. Dawn Hamilton shared a short DVD clip on the progress her daughter Emmerson has made over the last 3 years.
- B. Mary Jo announced that a consumer named Daniel Garcia came to last week's Consumer Advisory Committee (CAC) member to announce that he is running for the 12th District City Council seat in the March 3, 2015 election. He has also applied for membership on the CAC. Could he serve on both the City Council and on the CAC?

Action: Jeremy will bring this to the Nominating Committee for a decision.

3. Consent Items

- A. Approval of Revised Agenda (*Packet #2, page 104*)

M/S/C (J. Moran/J. Gould) To approve the revised agenda as presented.

- B. Approval of January 8th Board Meeting Minutes (*Packet #1, page 7*)

M/S/C (W. Rayber/D. Newman) To approve the minutes as presented.

4. Presentation: Audited Financial Statement (*Handout*)

Tony Arrow, from the accounting firm of Lautze & Lautze, presented the center's audited financial statement to the board and reviewed it with them page by page. The statement was reviewed in detail at last month's Administrative Affairs Committee. The center had a clean, unqualified audit with no material weaknesses found. In addition, there were no significant deficits to report on the center's internal controls.

5. Committee Action Items (*Packet #1, page 15*)

- A. Administrative Affairs Committee (Meredith Rimmer)

- * 1. Acceptance of the Audited Financial Statement

M/S/C (D. Joslin/J. Gould) To accept the center's audited financial statement as presented.

- * 2. Approval of Fifth Amendment to CPES Service Development Agreement

M/S/C (J. Moran/D. Joslin) To approve the fifth amended to the CPES service development agreement as presented.

- * 3. Approval of Pediatric Physical Therapy of Santa Clarita Agreement

- * 4. Approval of Creative Minds ADP Agreement

- * 5. Approval of LIFENVEST Agreement

M/S/C (D. Joslin/J. Moran) To approve the following agreements as presented: Pediatric Physical Therapy of Santa Clarita; Creative Minds ADP; and LIFENVEST.

- * 6. Approval of Inclusive Educ. & Community Partnership (*Packet 2, p.107*)

M/S/C (D. Joslin/D. Becerra) To approve the contract with Inclusive Education and Community Partnership as presented.

B. Consumer Services Committee (Jeremy Sunderland)

- * 1. Approval to Develop an Employment First Policy

M/S/C (C. Girard/D. Becerra; Abstention: D. Joslin) To approve the Vendor Advisory Committee and Consumer Services Committee to develop an “Employment First” policy for the center.

Action: George will meet with Jenni Moran and Rebecca Lienhard to discuss the next steps involved in finalizing an “Employment First” policy for the center.

C. Executive Committee (Eric Leh)

- * 1. Approval to Transfer Funds in Board Budget

M/S/C (D. Joslin/D. Newman) To approve the transfer of \$2,000 from the 6th board budget line item (respite support) to the 4th board budget line item (participation in non-ARCA related meetings).

D. Government & Community Relations Committee (Jeremy Sunderland)

- * 1. Approval of 2014 Legislative Breakfast Theme

M/S/C (D. Joslin/D. Becerra) To approve the following theme for this year’s Legislative Breakfast: “Direct Support Professionals: The Unsung Heroes of our Community.”

E. Nominating Committee (Yolanda Bosch)

- * 1. Election of Jessica Gould to ARCA CAC Alternate Position

M/S/C (D. Joslin/D. Becerra) To elect Jessica Gould to serve as the ARCA Consumer Advisory Committee (CAC) alternate for the remainder of this fiscal year.

6. **Director’s Report** (*Packet #2, page 111*)

George addressed the following areas in his report: allocation methodology; the state budget; legislation; regional center operations; and community activities. Copies of the director's report were included in the meeting packet along with the center's monthly quality assurance, consumer statistics, and special incident reports. George also attached the Association of Regional Center Agencies' (ARCA's) analysis of the Governor's proposed budget for FY 2014-15.

7. Association of Regional Center Agencies

A. Report on ARCA Meetings held January 16th & 17th (Sacramento)

1. Santi Rogers, the former executive director of San Andreas Regional Center, has been appointed as the new director of the Department of Developmental Services (DDS). The confirmation hearing has not taken place yet, but Jeremy and George both believe that Santi is an outstanding choice as he has the knowledge, expertise, and understanding of both the regional center and developmental center systems. Santi will have his first meeting with the regional center directors and delegates, as DDS director, at the March 21st ARCA Board of Directors meeting.
2. ARCA has a new website that focuses on the importance of restoring the state's Early Start program to the pre-2009 cuts: www.renewearlystart.com. The board asked Dawn if she would be interested in forwarding her daughter Emmerson's DVD clip to ARCA to post on their website.

Action: Michele will ask Sara Iwahashi to contact Dawn Hamilton about the possible posting of her daughter's DVD on ARCA's new Early Start website.

3. A video was shown at the ARCA meeting on Westside Regional Center's new medical clinic, which was paid for by donations collected by their nonprofit corporation, The Achievable Foundation. The clinic is housed at Westside and has nurses and doctors who have expertise in developmental disabilities, although the clinic is open to the public. Opening this clinic was a great achievement.

Action: Jennifer will contact Westside Regional Center to see if she can secure a copy of the DVD on Westside's new medical clinic so it can be shown to the board.

4. ARCA has restructured its committees and who they are responsible for reporting to.

5. The Los Angeles Autism Society has a survey on health insurance coverage of behavioral health treatments and is asking for people to participate by completing the survey.
6. The 2015 Special Olympics will be held in Los Angeles and over a half million visitors are expected. Michele reported that Sara Iwahashi is participating in a planning meeting for this event later this month.

B. Next ARCA Meetings: March 20th & 21st (Sacramento)

8. **Administrative Affairs Committee** (*Packet #2, page 145*)

A. Minutes of the January 29th Meeting

The meeting minutes were included in the board packet; please see Meredith with any questions.

B. Financial Report for December 2013

The financial report showed that the operations budget is \$36,532,026 with no projected surplus or deficit. The purchase of service (POS) budget is \$247,318,123 with projected expenses of \$290,576,676, leaving a deficit of \$43,258,553 (in the worst case) and \$39,647,670 (in the best case).

C. 2nd Quarter Human Resources Report

During the 2nd quarter of this fiscal year, the center had 29 positions on hold, 4 new hires, 2 promotions, and 8 separations for a quarterly turnover rate of 0.18%.

9. **Consumer Advisory Committee** (*Packet #2, page 162*)

A. Minutes of the February 4th Meeting

The meeting minutes were included in the board packet; please see Mary Jo with any questions.

B. Updated Event Calendar

Copies of the CAC's updated event calendar were included in the meeting packets. Mary Jo noted that the annual Abilities Expo will be held February 28th through March 2nd at the LA Convention Center.

10. Consumer Services Committee (*Packet #1, page 29*)

A. Minutes of the January 15th Meeting

The meeting minutes were included in the board packet; please see Jeremy with any questions.

B. DDS's Approval of NLACRC's Service Standards Changes

DDS accepted the proposed changes to our service standards that were approved by the board on October 9th. We do not disseminate the changed standards until we receive DDS's approval. The standards have been posted on the center's website and are also in the process of being translated into Spanish. However, additional changes will need to be made to the standards to reflect new laws pertaining to the storage of HIV records and the requirement to translate IPPs and IFSPs into a family's native language.

C. 2nd Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 2nd quarter of this fiscal year, the center approved 274 requests and denied only 20 (14 of the denials were for co-payments for behavioral health treatment).

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the 2nd quarter, the center had only 8 requests and they were approved.

D. 2nd Quarter Consumer Diagnosis Report

The report includes diagnostic information about the center's consumers for each quarter since the beginning of FY 2011-12. Consumers with more than 1 disability are put into the category of their primary diagnosis. Of the 19,679 consumers that the center serves 6,812 have autism (a 22.08% increase) and 2,900 are in the Early Start program (a 10.39% decrease).

E. 2nd Quarter Appeals & Hearings Report

During the 2nd quarter of FY 2013-14:

1. Eligibility: 331 Notices of Action were sent and 9 were returned (appealed).
2. Service: 154 Notices of Action were sent and 11 were returned.
3. Hearings: 6 fair hearings were held:
 - 4 eligibility hearings (1 dismissed, 2 denied, and 1 granted)
 - 2 service hearings (1 denied and 1 decision pending)

11. Executive Committee (*Packet #1, page 48*)

A. Minutes of the January 29th Meeting (*Packet #2, page 172*)

The minutes were included in the meeting packet; please see Eric with any questions.

B. Action Taken to Approve Letter to DDS re: Board Composition

The Executive Committee took action, on behalf of the board, to approve a letter to DDS responding to their issues regarding the board's current composition. Copies of the approved letter were included in the board packets for the board's review and information.

C. Action Taken to Approve Letter to DDS re: NLACRC's Budget Deficit

The Executive Committee took action, on behalf of the board, to approve a letter to DDS informing them of our current POS deficit and possible cash flow issues. Copies of the approved letter were included in the board packets for the board's review and information.

D. Presentation of Proposed Change to Transparency & Public Information Policy

The Executive Committee would like to add a statement to this policy that reflects new Welfare and Institutions Code language about the center maintaining purchase of service data on its website. The policy and the proposed language change were included in the board packet for the board's review. The proposed policy change will be presented again next month, for approval.

E. "The Way Forward" Conference: April 3 & 4, 2014 (Manhattan Beach)

Information about the upcoming conference was included in the board packet. Participation will be by invitation only. Each regional center director is being asked to participate and invite 5 others. A lot of really good speakers have been

lined up. A registration fee is going to be charged, so we believe the conference will break even. George and Diane Ambrose will be going, along with 2 board members and 2 Vendor Advisory Committee members.

F. New Horizons' 60th Anniversary: Thursday, March 20th (Marina del Rey)

NLACRC is being awarded the "Partner for Independence" award at this event. The center's 4 executive Leadership Group members will be attending along with 2 board members and 2 Vendor Advisory Committee members, who will be identified by Eric Leh and Jenni Moran, respectively.

G. Annual Board Retreat: May 16th & 17th

Recent statute requires all regional center boards to be trained focus on cultural and linguistic competency, so this year's retreat will focus on that. The Executive Committee asked Jennifer to secure space at the Hyatt Valencia for this year's board retreat; unfortunately, the hotel is fully booked due to the Amgen bike tour.

Action: Jennifer will see if the Embassy Suites in Santa Clarita is available for the retreat; if it isn't she will contact the Burbank Marriott.

H. Completion of Executive Director Evaluation Forms (*Handout*)

The board reviewed and discussed the evaluation form at the September board meeting, now it is time for board members to complete the form. The completed forms are due to Eric Leh, board president, prior to the March 12th board meeting. Board members are required to complete and submit completed evaluations by the deadline in order to continue serving on the board. Any questions should be directed to Eric Leh or Michele Marra.

Action: Board members will complete and return executive director evaluation forms to the board president prior to the March 12th board meeting.

12. **Government & Community Relations** (*Packet #1, page 74*)

A. Minutes of the January 15th Meeting

The meeting minutes were included in the board packet; please see Jeremy with any questions.

B. Legislative Update

1. Copies of the committee's bill file were included in the board packet for review and information. The committee is currently tracking 29 state and federal bills. The deadline for state legislators to submit bills is February 21st, and a lot of bills are expected to be submitted by that time.
2. ARCA's Grass Roots Day visits with legislators at the State Capitol will be held Wednesday, March 12th. Michele Marra, Eric Leh, Jenean Glover and her daughters, and Rebecca Lienhard will represent NLACRC on this year's team.
3. Team visits with selected local legislators are being made for Fridays in February and March. If you are on a team, your staff lead will contact you about this visit.
4. NLACRC's annual Grass Roots Week team visits with local legislators will be held in the spring. A legislative training session will be held for all participants on Wednesday, April 23rd, at 5:30 p.m.

13. Housing Committee

- A. Minutes of the February 10th Meeting – *Deferred*

14. Nominating Committee (*Packet #2, page 179*)

- A. Minutes of the February 6th Meeting

The meeting minutes were included in the board packet; please see Yolanda with any questions.

- B. Resignation of Martha Lopez

Martha Lopez has been addressing family issues which have prevented her from attending the meetings on a regular basis, so she regretfully resigned her position on the board.

- C. Status on Recruitment

A group orientation was held for all board applicants on Thursday, February 6th and the committee selected 11 applicants from that group to be interviewed on February 24th and 25th. Interviews with VAC applicants will be held March 5th and 6th. Interviews with CAC applicants will be held April 1st and 2nd.

15. Post-Retirement Medical Trust Committee (*Packet #2, page 183*)

A. Minutes of January 29th Meeting

The meeting minutes were included in the board packet; please see Eric with any questions.

B. Statement on Current Trust Value

The value of the trust assets as of January 27, 2014 was \$14,835,803, a *decrease* of \$23,861 since the last quarterly report. The decrease was attributed to a modest decline in investments, primarily since the beginning of 2014. The rate of return for the quarter ending December 31, 2014 was 4.91%, the rate of return for the previous 12 months was 14.5%, and the annualized rate of return since the trust's inception, 110 months ago, was 6.24% (all gross of fees).

16. Strategic Planning Committee (*Packet #2, page 187*)

A. Report on February 3rd Meeting

The meeting minutes were included in the board packet; please see Meredith with any questions.

B. Needs Assessment Survey

Meredith reported that the center's case management directors have developed a needs assessment survey for service coordinators to complete to identify resources, services, and programs that are needed. In addition to what needs this survey will identify, the center needs to develop resources that are appropriate for individuals on the high end of the autism spectrum.

17. Vendor Advisory Committee (*Packet #2, page 192*)

A. Minutes of January 9th Meeting

The meeting minutes were included in the board packet; please see Jenni with any questions.

B. Minutes of February 6th Meeting – Deferred

Jenni expressed her appreciation to the board for supporting the idea of an "Employment First" policy for the center; her VAC break-out teams have been working hard on this for the last 9 months. Jenni added that the VAC is working with the Government & Community Relations Committee to prepare a

presentation for Senator Carol Liu and other legislators on the service provider rate issues. Jenni ended her report by thanking Eric Leh for attending the VAC meetings on a regular basis.

18. Old Business / New Business (*Packet #1, page 99*)

A. Attendance Sheets

Board meeting and board committee meeting attendance sheets are always included in board meeting packet #1; please stay aware of your attendance status.

B. Complete Meeting Evaluations

Eric asked the board members to please complete evaluation forms after the meeting and submit them to him with any comments.

C. Visitation Reports

No visitations were reported.

19. Announcements / Information / Public Input

A. The Family Focus Resource Center, with a grant from CSUN, now have an outreach van that will reach possible underserved populations from birth to 5 years. They will do parent driven screenings and make referrals when appropriate. They can assist parents on the spot with the Early Start application if the screenings indicate that referral. They will also have resources for kids over 5 as always. The kids can play the Wii games in the van and other activities while they do the screenings. Kathleen Secchi announced that a ribbon cutting ceremony will be held for the outreach van on Tuesday, April 29th, at 4:30 p.m. at CSUN. She will forward details on the ceremony to Jennifer to forward to the board.

B. Liz Lyons expressed her gratitude for Santi Rogers being selected as the new director of DDS. She knows him and thinks he was a great choice.

A. Next Meeting: Wednesday, March 12th, at 6:30 p.m. (Van Nuys)

20. Adjournment

Eric adjourned the meeting at 8:28 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

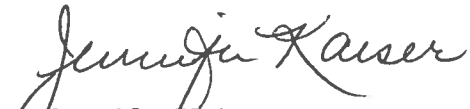
for:

Sharoll Jackson
Board Secretary


[badmin.feb12.2014]



Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

[badmin.feb12.2014]

